

**DOE ADMINISTRATIVE SCHEDULES:
RECORDS SERIES THAT SHOULD NOT BE INCLUDED IN THE MORATORIUM
(EXTENDED RETENTION PERIODS ENSURES APPROPRIATE PRESERVATION.)**

The retention period of each records series is extended to 75 years in the appropriate Administrative Schedule. The longer retention period obviates the need to use the moratorium as a means to preserve for health researchers records assigned retention periods under these items.

Administrative Schedule 1: Personnel

<u>Item</u>	<u>Series Title</u>
2b	Service Records Cards for Federal Employees
6	Employee Records Cards
7a(1)	Position Classification Files, OPM Standards and Guidelines
7a(2)	Position Classification Files, Agency Position Standards Development, Case Files
7b	Position Classification Files, Position Descriptions
19	Individual Non-Occupational Health Records Files
20b	Health Unit Control Files, If Information Is Not Summarized
21b	Federal Employee Medical Folder (EMF), Short Term Medical Records
21.2d(2)	Records Concerning Personnel Exposure to Hazardous Concentrations of Toxic Chemicals and Other Materials, Industrial Surveys for Hazards Other Than Radiation and Contamination, Surveys Indicating a Potential Industrial Hazard
21.3e(1)	Radiation Contamination Control Program Records, Records Chart, Records Relating Directly to the Work Place
22	Statistical Summaries
29.1a	Contractor Employee Individual Training Folders, Folder Without Information Relating to Hazardous Materials
29b	Federal Employee Training Records, Employee Training
31	Personal Injury Files

<u>Item</u>	<u>Series Title</u>
34	Occupational Injury and Illness Files

Administrative Schedule 2: Payroll and Pay Administration Records

28	Retirement Files, Reports and Registers
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Administrative Schedule 11: Space and Maintenance Records

2a	Agency Space Files, Building Plan Files, Surveys, etc.
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Administrative Schedule 18: Security, Emergency Planning and Safety Records

9	Survey and Inspection Files, Government-Owned Facilities
10	Survey and Inspection Files, Privately-Owned Facilities
23	Security Clearance/Access Authorization Status Files

**Administrative Schedule 6: Accountable Officers' Accounts Records and
Administrative Schedule 22: Audit/Investigative Records**

The moratorium was not crosswalked to the following items in Administrative Schedule 6 because the records of environmental, health or safety audits that were once assigned retention periods under these items are to be assigned a 75-year retention period under Administrative Schedule 22,
Item 4, Environmental Investigations:

2.1a(1)	Audit Files, DOE-Wide Audits
2.1a(2)(a)	Audit Files, Individual DOE Audits, Reports and Correspondence
2.1a(2)(b)	Audit Files, Individual DOE Audits, Work Papers
2.1a(3)	Individual M&O Audits